

MEMORANDUM FOR: Chief, Headquarters Training, OS/TR
SUBJECT : Auditing and Monitoring of Training

1. Course audited or individual monitored: Clandestine Services Name
Check Course

2. Date of auditing: 30 November - 6 December 1965 (40 hours)

3. Instructor in charge: [REDACTED] 25X1A9a

4. The adequacy of the classroom: good

5. Physical security considerations: good

6. Student reaction: good

7. Auditor's or monitor's evaluation of session: Necessary for all individuals engaged in name checking. Admin Procedures should be a prerequisite.

8. Other pertinent comments: Visual aids used by guest speakers need to be enlarged.

Suggest possibility of a check-list for course use, itemizing all sources of information (inter and intra-Agency). To date no single all-inclusive document has been produced for name checkers.

As we have seen in the past, training material developed for training purposes has, oftentimes, proved useful to the Clandestine Services. It is possible that such a list would allow the country desk to control and tailor the depth of the trace by indicating which sources should be checked in each instance. This would place the managerial and decision-making function where it belongs and, at the same time, provide the experienced, as well as the inexperienced and/or the uninformed a positive course of action.

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[REDACTED]

(Name of Auditor)

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